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The attached minutes of the Mason Transit Authority regular meeting held on the 19th day of October, 2021, were approved by the Mason Transit Authority Board, by motion, on this 16th day of November, 2021.

Sharon Trask, Chair

Sandy Tarzwell, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
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Cyndy Brehmeyer, Authority Member

DocuSigned by:
John Campbell
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John Campbell, Authority Member

Kevin Dorcy, Authority Member

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Matt Jewett, Authority Member

DocuSigned by:
Wes Martin
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Wes Martin, Authority Member

DocuSigned by:
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Randy Neatherlin, Authority Member

Kevin Shutty, Authority Member

ATTEST: DocuSigned by:
Tracy Becht
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Tracy Becht, Clerk of the Board

DATE: 11/22/2021

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Mason Transit Authority
Minutes of the Regular Board Meeting
October 19, 2021
Port of Allyn
18560 East State Route 3
Allyn

OPENING PROTOCOL

CALL TO ORDER: 4:04 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present: Sharon Trask, Chair; Sandy Tarzwell, Vice Chair; Cyndy Brehmeyer, John Campbell, Kevin Dorcy *(arrived at 4:13 PM)*, Wes Martin, Randy Neatherlin and Kevin Shutty. **Quorum met, Board member Brehmeyer attended in person and the remaining named Board members were present via WebEx virtual conference.**

Authority Voting Board Members Not Present: Matt Jewett

Authority Non-voting Board Member Not Present: Paul Miller, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present in Person: John Piety *(arrived at 4:15 PM)*

MTA Staff present via WebEx: Amy Asher, General Manager; Mike Ringgenberg, Operations Manager; LeeAnn McNulty, Administrative Services Manager; and Marshall Krier, Maintenance and Facilities Manager.

MTA Staff present at T-CC: Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

(Note: Legal counsel was not present at the meeting.)

ACCEPTANCE OF AGENDA

Moved that the agenda for the October 19, 2021 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Shutty. Motion carried.**

PUBLIC COMMENT – None.

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CONSENT AGENDA

Moved to approve Consent Agenda items 1 and 2 as follows:

1. Minutes of the MTA regular Board meeting of September 21, 2021.
2. Payments of September 16, 2021 through October 11, 2021 financial obligations on checks#35655 through 35745, as presented for a total of $618,554.62.

Tarzwell/Neatherlin. Motion carried.

UNFINISHED BUSINESS: *[None.]*

NEW BUSINESS:

1. **First View of 2022 Budget**. LeeAnn McNulty, Administrative Services Manager, spoke to the Board on the first view of the operating budget in 2022. The budget took into account that MTA was moving closer toward "normal service" in 2022. Numbers reflect the loss of revenue due to the closing of the vanpool and LMTAAA programs. The revenue reflects a cautious and somewhat conservative view of the sale tax revenue.

2. **Request for Approval of Additional FTE**. Amy Asher, General Manager, provided the background of the 2020 budget having been developed with potential impacts of both the COVID-19 pandemic and possible outcome of I-976. Now that MTA is returning to normal service as well as the known outcome of I-976, staff proposes proceeding with a recruitment for a full time Journey level mechanic. Ms. Asher indicated that MTA has sufficient funds in its current budget to pay for the additional cost for 2021. **Moved** that the Mason Transit Authority Board approve the hiring of one new FTE for journeyman mechanic for the Maintenance team. **Tarzwell/Martin**. Motion carried.

3. **Capital Grant Agreement PTD0344.** Ms. McNulty indicated that this grant will probably be one of the last grant agreements for a while. This grant is for the replacement of a biodiesel coach and six cutaways. Additionally, Ms. McNulty shared that the match has been encumbered. Ms. Tarzwell asked how much is the cost of the diesel bus, to which Ms. McNulty replied $518,281. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-31 and the attached Agreement between WSDOT and MTA for the Consolidated Grant Program Capital Grant Agreement (Agreement#PTD0344). **Campbell/Shutty**. Motion carried.

4. **Cybersecurity Procurement with Right! Systems Inc.** Ms. McNulty shared that cyber liability insurance has become increasingly expensive and that MTA entered into discussions with Right! Systems regarding protecting MTA's computer systems. Right! Systems will provide licensing and cybersecurity protection services utilizing Arctic Wolf, a leader in cyber security options, which will mitigate risk at a far less expense compared to $153,150 which was quoted for Excess Cyber Liability coverage. **Moved** that the Mason Transit Authority Board approve the purchase of cybersecurity protection licensing and services from Right! Systems Inc. in the amount of $40,008.54 and authorize the General Manager to sign

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the Solutions Agreement between Arctic Wolf Networks, Inc. and MTA. **Tarzwell/Martin**. Motion carried.

5. **Contract for Public Relations.** Ms. Asher shared with the Board the benefit that MTA has received by having a public relations firm for the past year, namely JayRay, by providing MTA with a stronger social media presence and with press releases. She shared the process of the Informal Solicitation for Proposals was emailed to four agencies and that MTA received one response and that was from JayRay. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-32 authorizing the General Manager to sign and execute the Terms and Conditions Agreement in the amount of $45,045.00 between JayRay and Mason Transit Authority. **Tarzwell/Shutty. Motion carried.**

6. **Expansion of Consent Agenda Items.** Ms. Asher spoke to the board about using the consent agenda in a way that continues to streamline the Board meetings and make them more efficient. She proposed that certain qualifying items would be noncontroversial and routine items in nature. Hearing no objections to the proposed expansion of using the consent agenda, staff will evaluate items to see if they meet the qualifications and will place it on the agenda as appropriate.

7. **Conducting Public Hearings.** Ms. Asher covered the history of MTA's public hearings, as well as the low attendance of the public at the public hearings, whether in person and more recently, virtually. She recommends that certain public hearings, such as for the Transit Development Plan and Budget, be held as a part of the MTA Authority Board meetings. Holding public hearings in this fashion will also allow the MTA Authority Board to receive any comments from the public.

INFORMATIONAL REPORT:

Ms. Asher asked if the Board had any questions to the five different informational reports contained in the packet. There were no questions.

GENERAL MANAGER REPORT:

Ms. Asher discussed the status of the following subject matters:

- She has held all one-on-one meetings with the Board members and has found them to be very helpful and insightful.
- Ms. Asher has been involved in committee and budget meetings, as well as onboarding of four new employees consisting of the new Drivers' class.
- She indicated that she has reached out to United Way of Mason County with regard to the leased space of the Radich building. Staff is evaluating alternatives.
- If all the supplies come in as expected, the park & ride should be substantially completed by the end of November.

COMMENTS BY BOARD:

Board member Campbell expressed his appreciation with Ms. Asher meeting with all of the Board members.

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[Board member Dorcy departed the meeting at 5:25 p.m.]

Moved that the meeting be adjourned.

ADJOURNED 5:27 p.m.

UPCOMING MEETING

BOARD MEETING

Mason Transit Authority
Regular Meeting
November 16, 2021 at 4:00PM
On-line via WebEx and in person at:
Transit-Community Center Conference Room
601 West Franklin Street
Shelton